



"Learn from the mistakes of others. You can't live long enough to make them all yourself."

Eleanor Roosevelt

# Purchasing Update

Division of Purchasing, Idaho Department of Administration  
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Registration desk at the 2002 Vendor Fair

## 2003 Vendor Fair

The Division of Purchasing is pleased to announce the 2<sup>nd</sup> Annual Idaho Public Purchasing Vendor Fair to be held on November 4, 2003.

It will again be held at the DoubleTree Riverside Hotel in Boise. Exhibit times are from 9 AM to 4 PM. We will provide lunch and have a guest speaker. Mark your calendar now! Last year we had 33 vendors and over 150 state and public agency buyers and contract users who attended this event.

## Purchasing Training

### **September 24, 2003, Boise - Developing and Evaluating a Request for Proposal (5-6 hours).**

This seminar will examine what an RFP is, how it is used, how it is constructed, the evaluation process, and will provide a basic outline or "model" RFP for agency use. Target audience is anyone who has a need to develop, examine, approve, or evaluate an RFP.

**October 22, 2003, Boise - Writing Effective Specifications (3-4 hours).** This information is designed to assist agencies in writing effective specifications. It includes definitions of several types of specifications, where to go to collect information, and guidelines for producing a basic specification outline. Target audience is anyone who has to develop specifications, from buyers to end-users.

To register for the above seminars go to:

<http://www2.state.id.us/adm/purchasing/registrationform.htm>

### **Tentative 2004 Seminar Schedule:**

#### **Introduction to Idaho Public Purchasing**

**February and August 2004, Boise**

**May 2004, Idaho Falls/Pocatello Area**

**June 2004, Coeur d' Alene/Lewiston Area**

## **Developing and Evaluating a Request for Proposal**

**March and September 2004, Boise**

**May 2004, Idaho Falls/Pocatello Area**

**June 2004, Coeur d' Alene/Lewiston Area**

## **Writing Effective Specifications**

**April and October 2004, Boise**

**May 2004, Idaho Falls/Pocatello Area**

**June 2004, Coeur d' Alene/Lewiston Area**

## **NIGP Training** **General Public Procurement**



Registration is still open for the National Institute of Governmental Purchasing (NIGP) seminar *General Public Procurement*. This is a 3-day seminar and will be held in Boise on October 1-3, 2003. This seminar is designed to teach the basics of public purchasing and contracting to personnel at the buyer level. Participants will be introduced to the bidding cycle, which includes recognizing the requirement and following through to disposition. Students will learn techniques to make the procurement function efficient and practical.

Registration will close on September 12, 2003.

For more information and to register online go to:

<http://www2.state.id.us/adm/purchasing/NIGPRegistration.htm>

## **Contract Updates**

**FIRE EXTINGUISHERS** - Effective August 19, a new contract for Fire Extinguishers was awarded. Contract SBPO1140 with Comade, Inc. of Irvine, California covers agencies in all delivery areas. The contract is good through August 18, 2006. Product awarded was the Ansul brand fire extinguishers.

**PAPER AND PLASTICS PRODUCTS** - Contract SBPO1119, effective August 18, 2003, is now sporting Amendment # 10. The primary changes are some minor revisions to Kimberly Clarke items on Schedule A (Industrial Paper Products) and a general price increase averaging 3% to 8% for Sweetheart items on Schedule D (Industrial Food Containers, Flatware, Cups, and Misc.). Revised Order Guides with Unisource part numbers have also been posted to the web site.

**PAINT AND PAINT PRODUCTS** - Contract SBPO 171 has been renewed effective November 1, 2003 with Sherwin Williams and been assigned Contract SBPO1141.

**WIRELESS COMMUNICATION SERVICES AND EQUIPMENT AND SERVICE (CELLULAR TELEPHONES)** - Effective August 14, 2003, the second contract for Cellular Telephones was awarded. Contract SBPO1142 with Nextel Communications is available for agency use. Efforts are still underway to establish cellular telephone contracts with Sprint and AT&T Wireless.

**HVAC AIR FILTER AND FILTER MEDIA** – This contract has expired and will not be rebid or renewed. Agencies may purchase filters from the Grainger contract or from whomever best meets their needs.

**FUEL CARD** - Most (not all) Maverik stations are now capable of accepting the Wright Express Fuel Cards right at the pump. You are now able to take advantage of Maverik pricing on fuel for State vehicles while utilizing the Wright Express card for payment. If in doubt, we suggest you contact the station and verify that they accept Wright Express cards before fueling. Any questions regarding the State's role can be directed to Lyle Gessford, State Purchasing Manager, 208-327-7115 or [lgessfor@adm.state.id.us](mailto:lgessfor@adm.state.id.us).